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ABSTRACT

Designed to instruct undergraduate college students in the use of basic library materials and services available in a medium-size academic library, this self-paced workbook contains 17 units with accompanying assignments. The emphasis is on types of materials rather than areas of the library. Individual units cover the resources and services of the J. Paul Leonard Library, library terminology, how to locate a book, the author/title catalog, the subject catalog, the Library of Congress Classification System, Library of Congress Subject Headings, dictionaries, encyclopedias, almanacs, periodical indexes, periodicals in the J. Paul Leonard Library, biographies, book reviews, newspaper indexes, microforms, and government publications. Each unit introduces the student to the fundamental research technique and/or sources. This workbook is a general education requirement for all transfer students and all students enrolled in Fundamentals of Oral Communication and English as a Foreign/Second Language Level 2 at San Francisco State University. (Author/THC)

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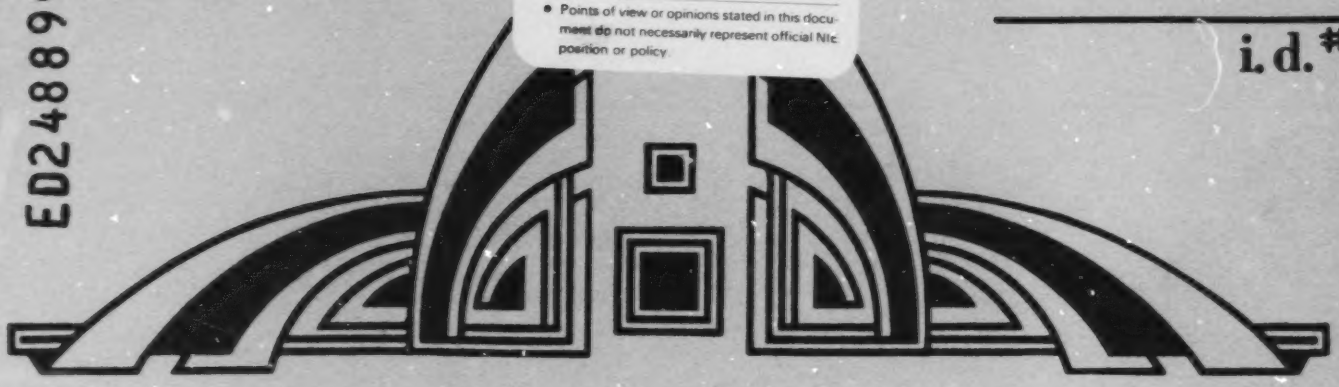

LIBRARY RESOURCES

3rd edition

A Self-Paced Workbook

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Christine Graham
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IR050819

J. Paul Leonard Library
San Francisco State University

IMPORTANT INSTRUCTIONS READ CAREFULLY!

IT IS NECESSARY TO READ EACH CHAPTER BEFORE ATTEMPTING THE ASSIGNMENTS.

DEADLINES	WORKBOOK DUE NO LATER THAN	PICK-UP NO LATER THAN
Fall 1983	18 November 1983	2 December 1983
Spring 1984	15 April 1984	4 May 1984
Fall 1984	16 November 1984	7 December 1984

For deadlines of other academic sessions, check at the Reference Desk.
Note: IT IS IMPORTANT TO PICK-UP RESULTS PROMPTLY IN CASE THERE ARE ERRORS YOU WILL NEED TO CORRECT. CERTIFICATION IS GRANTED UPON SUCCESSFUL COMPLETION OF THE WORKBOOK WITH NO MORE THAN 2 ERRORS.

TURNING IN THE WORKBOOK

When you turn the workbook in at the Reference Desk or the Library Workbook Office, allow 5-10 minutes to transfer your answers to machine-readable answer sheet.

EQUIVALENCY

Equivalency for the library requirement may be granted for the following categories:

1. Previous library coursework at SFSU or another university. Bring transcript to the Library Workbook Office.

2. A degree in library science or library technology granted from a community college or university. Extensive library work experience may also qualify for equivalency.

3. A score of 90% or higher on the LIBRARY WORKBOOK EQUIVALENCY EXAM. This exam is given by appointment only. Contact the Library Workbook Office for further information and appointment.

All equivalency requests should be made prior to the due deadlines listed above.

LIBRARY WORKBOOK OFFICE

The Library Workbook Office is located across from the Reference Desk on the first floor of the Library. Hours of operation will be posted outside the office. Workbooks may be turned in at both the Library Workbook Office and the Reference Desk. Assistance with the assignments is available at the Library Workbook Office and at the Reference Desk.

CERTIFICATES

When you receive your certificate of completion, keep it among your records. Some instructors will require you to show them the certificate. It is your record of completion of the library requirement.

LIBRARY RESOURCES

A Self-Paced Workbook

Christine Grahan, Editor

Please print

Student's name _____
last first middle

Course number _____

Section _____ I. D. # _____

Reference Services Department
J. Paul Leonard Library
San Francisco State University

Third Edition 1983

Acknowledgement

Adapted with permission from *Library Instruction Workbook; A Self-Directed Course in the Use of UCLA's College Library*, by Miriam Dudley.
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CHAPTER ONE

LIBRARY TOUR

The J. Paul Leonard Library is centrally located on the San Francisco State University campus. It is the only library on campus, although many academic departments maintain specialized collections. The six floors of the Library house a collection of over 500,000 volumes and items which supports the entire campus community.

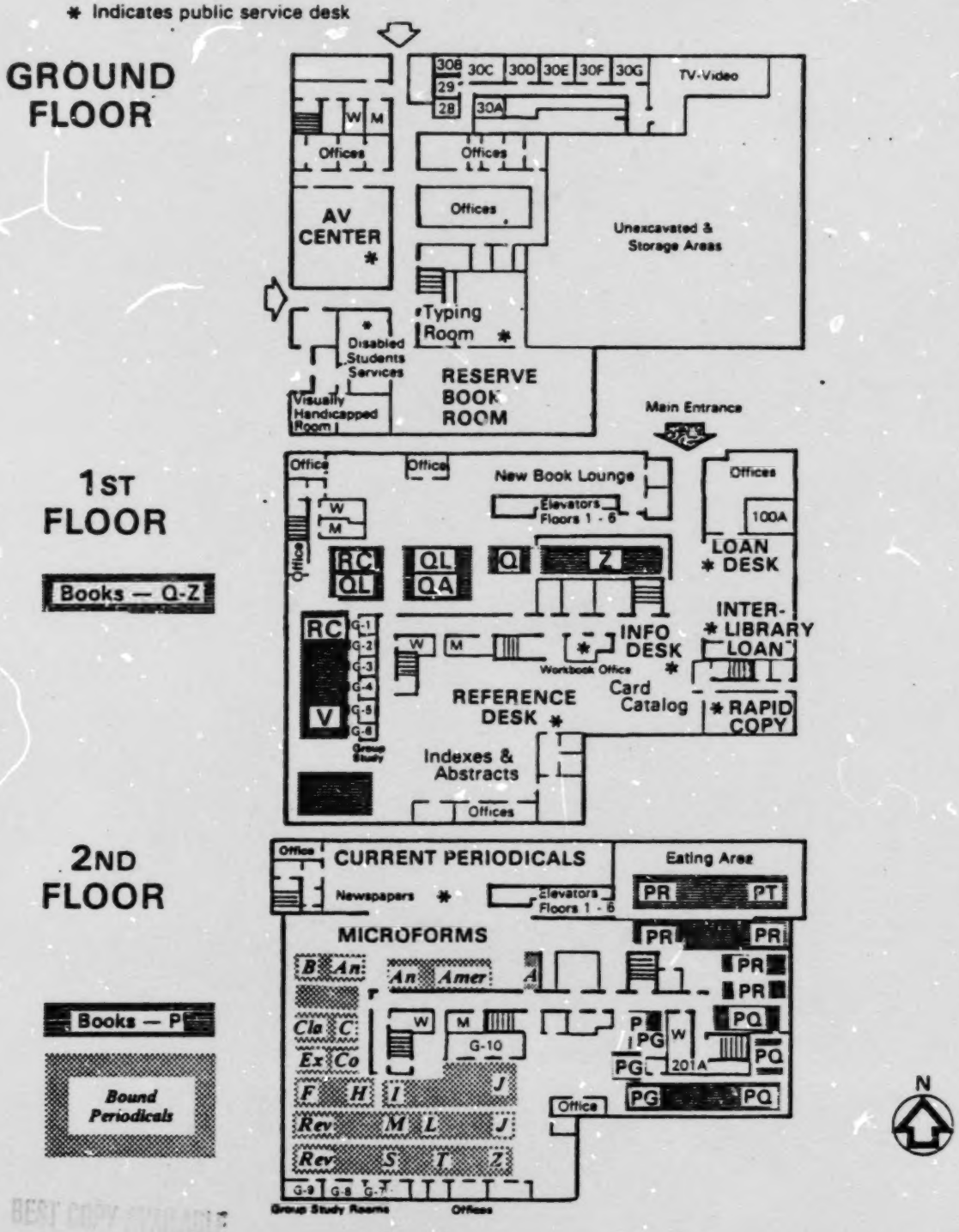
Learning to locate and use library resources is important for success in college. As a first step in this process, we have designed a walking library tour. This tour will direct you to most of the resources you will be using in this workbook. You will need to refer to the following pages as you continue through each section. Guided tours are scheduled daily at the beginning of each semester. Check the lobby of the Library for specific dates and times.

Information Guides explaining many library resources and services are available at the Information Desk, first floor and at the Reference Desk, first floor.

Please feel free to ask questions at the Reference Desk if you need help.

LIBRARY FLOOR PLAN

* Indicates public service desk



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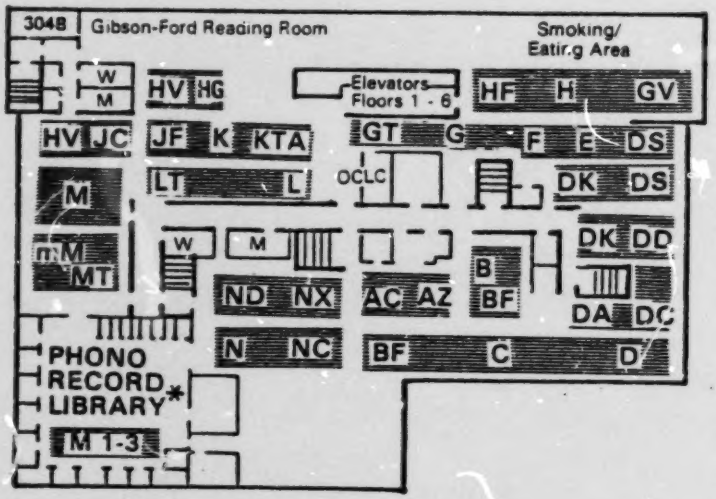
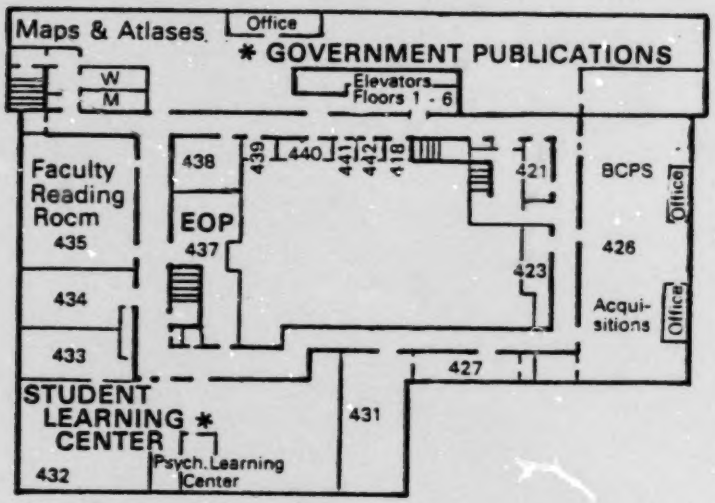
* Indicates public service desk

3RD FLOOR

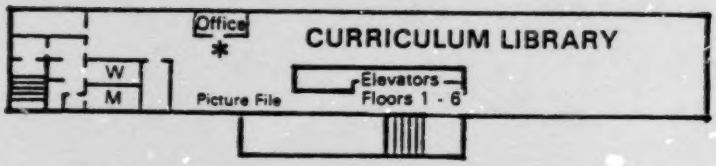
Books — A-N



4TH FLOOR



5TH FLOOR



6TH FLOOR

82-460

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A Walking Library Tour

by Ann Kennedy

GROUND FLOOR/BASEMENT

RESERVE BOOK ROOM

Enter the ground floor entrance located down the steps and to the right of the library's main entrance.

As you walk straight ahead down the hall you will see the Audio Visual Center on your right, followed by Disabled Student Services. On the left is the student Typing Room.

In the Typing Room manual typewriters are available to currently enrolled students free of charge. Typewriter ribbons are issued from Reserve Book Room.

Just past the Typing Room is the entrance to the Reserve Book Room. Books and other materials on reserve for course assignments are located here. Enter and turn left. You will see two card catalogs. Catalog A lists books placed on reserve from the library's own collection; they are arranged by the author's last name and/or title. Catalog B lists materials owned by instructors and lent to the library; these materials are arranged by instructor's last name and then alphabetically by title under that name.

Next you will come to the Reserve Book Room Desk. Reserve materials must be requested at this desk and returned to this desk.

As you turn around to leave the Reserve Area, you will see the Visually Handicapped Room in the corner. Now return to the ground floor entrance outside the building, turn right and go up to the main library entrance.

FIRST FLOOR

Enter the Library, pass through the turnstiles, notice the Book Return slot to the left, and walk straight ahead to the Information Desk. Staff at this desk can assist you in using the card catalog and can direct you to the different areas of the Library.

CIRCULATION SERVICES

As you stand in front of this desk, turn to your left and locate the Circulation Services Book Check Out counter. Circulation Services uses a computerized checkout system. Your currently valid photo ID card is your library card. Bring it to Circulation Services Library Registration counter to have a zebra label applied to the back. This bar-coded label enables you to use the automated checkout system.

To the right of the Library Registration counter is the Interlibrary Loan counter. Here you may arrange to borrow materials not available in this Library from other libraries.

RAPID COPY CENTER

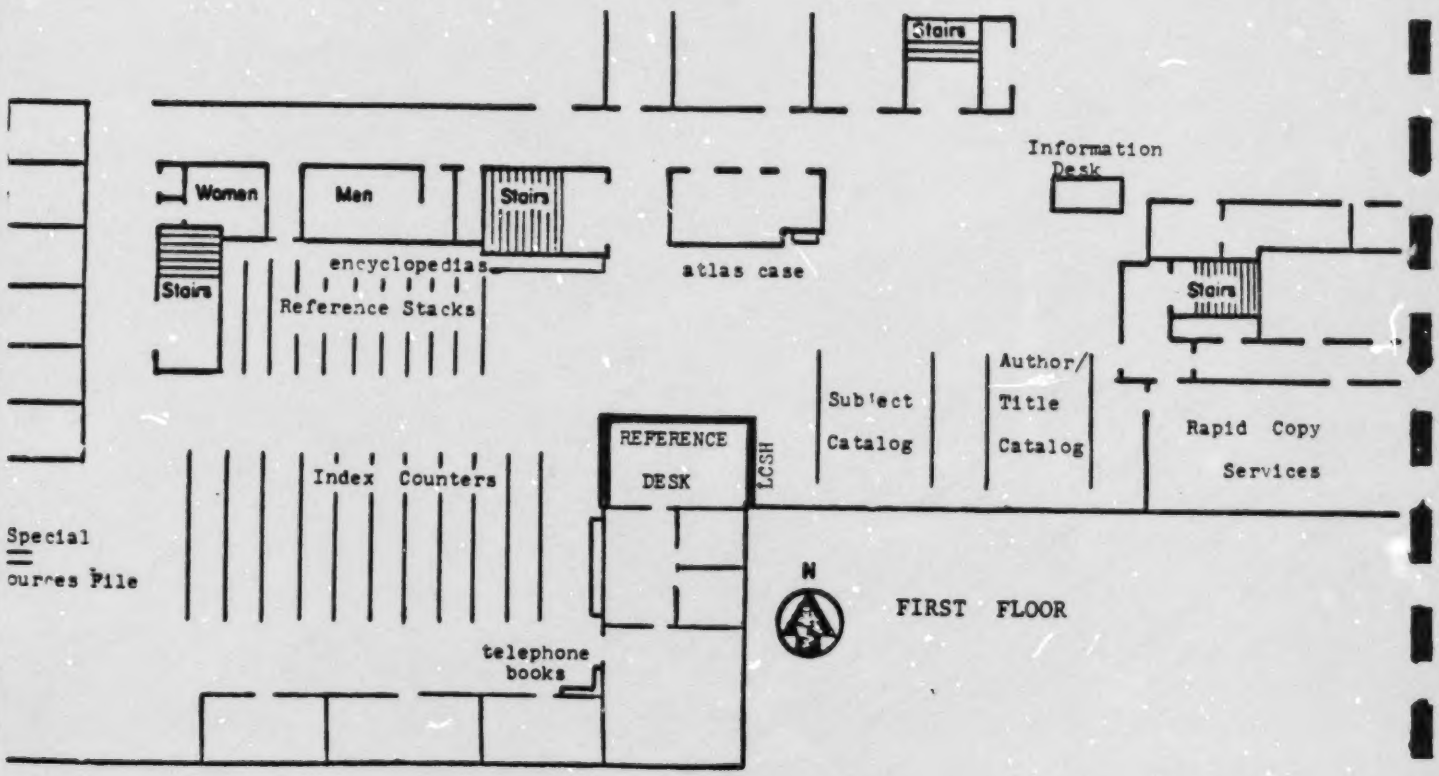
Behind and to the left of the Information Desk is the Rapid Copy Center, where you can have print materials photocopied.

CARD CATALOGS

Directly behind the Information Desk is the Author/Title Catalog which lists books alphabetically by the author's last name and by the title.

To the right of the Author/Title Catalog is the Subject Catalog which lists books alphabetically by subject. To determine which subject headings are appropriate, consult the two big red volumes called Library of Congress Subject Headings located in front of the Subject Catalog and to the right of the Subject Catalog.

REFERENCE SERVICES



BEST COPY AVAILABLE

REFERENCE SERVICES

To the right of the Subject Catalog is the Reference Desk where librarians can assist you in locating, learning and using library resources.

Facing the Reference Desk is a small Atlas Case with a globe on top. Along the wall opposite the Reference Desk is a collection of general encyclopedias such as the Encyclopedia Britannica and Encyclopedia Americana.

At the Reference Desk are shelved many heavily used reference sources such as dictionaries and almanacs. These reference books circulate for 2-hour in-library use.

As you face the front of the Reference Desk, notice the tall book shelves or stacks to your right. These Reference Stacks include other reference books such as specialized subject encyclopedias and biographical dictionaries. These reference books may be used anywhere in the Library.

To the left of the tall book shelves is a long row of index counters with periodical and newspaper indexes and abstracts on them. These indexes are used for locating articles on certain subjects or by certain authors. They are arranged in alphabetical order by title.

Locate Book Review Digest; now locate Readers' Guide. Beyond the periodical and newspaper indexes, near the windows, is the Special Resources File. The Special Resources File contains business company annual reports and art exhibition catalogs.

BOOKS Q-Z

To the right of the Special Resources File are Group Study Rooms and book stacks for books beginning with call numbers Q-Z. Go past the group study rooms toward the front windows of the Library. Turn right at the end of the book stacks and go into the elevator lobby. Take the elevator to the second floor.

SECOND FLOOR

On the second floor turn right and enter the Periodicals/Microforms Area.

PERIODICALS/MICROFORMS AREA

Go through the turnstile into the Current Periodicals Enclosure. In the tall shelves all along the front windows are shelved current periodicals (magazines and journals published during the last year or so). They are shelved in alphabetical order by title. Locate the shelves with periodicals beginning with A.

To your left, you will see the current newspaper shelves arranged

alphabetically by title.

As you go back to the exit you will pass the Periodical/Microforms Service Desk where you can check out current periodicals or ask for assistance in locating materials.

Exit the Current Periodicals Enclosure.

To your left is a counter with a rotary listing on it. This is called the Rotary Linedex. It lists all the periodicals and newspapers in the Library.

In front of the Periodicals/Microforms Service Desk is the Microforms Area. To your left is a cabinet labelled Periodicals on Microfiche. Now turn to your right and walk down to where the cabinet is with the New York Times on Microfilm. To the right of this cabinet are the cabinets with Periodicals on Microfilm.

Behind the Microforms Area is the beginning of the shelving for Bound Periodicals. Most periodicals more than a year old are alphabetically shelved in these bound periodical stacks, although some of the older periodicals are in microform.

BOOKS P

Go back to the elevator lobby. Before taking the elevator to the next floor, notice that the book shelves for books with call numbers beginning with P are to your right through the doors.

THIRD FLOOR

BOOKS A-N

As you get off the elevator on the third floor, notice that books beginning with call numbers A-N are located on this floor. Follow the sign to the Phonorecord Library. It is located in the back right hand corner of the third floor.

PHONORECORD LIBRARY

The Phonorecord Library on the third floor houses the Library's collection of musical and spoken records, tapes and cassettes. The Phonorecord Library has an Author/Title Catalog and a Subject Catalog for recordings and an Author/Title Catalog and a Subject Catalog for musical scores. Listening rooms are available; however, there are no recording facilities. Some materials circulate. Leave the Phonorecord Library. Turn left, and go up the stairs to the fourth floor.

FOURTH FLOOR

As you enter the fourth floor, to your left is the Student Learning Center. The Student Learning Center offers a variety of tutorial and skills programs, as well as access to audio-visual materials and some media production equipment.

Walk to your right down the hall to the Government Publications Area.

GOVERNMENT PUBLICATIONS

The Government Publications collection on the fourth floor contains most of the Library's collection of works published by federal, state, local, foreign and international governments and agencies. Publications of California, the United States and the United Nations are particularly well represented.

Approach the Government Publications Desk. This is where you request materials and ask for assistance.

As you face the Desk, to your left are tables which shelve subject indexes similar to the periodical indexes you saw in the Reference Area.

Further to the left is the Map and Atlas Area of the Library.

Take the elevator to the fifth floor and turn to your right into the Curriculum Library.

FIFTH FLOOR

CURRICULUM LIBRARY

The Curriculum Library has a collection of materials for grade levels K-12, including fiction and nonfiction books, study guides, textbooks and media kits. Educational and psychological tests are also on file. Notice the card catalogs for all curriculum materials.

Now take the elevator to the sixth and final floor.

SIXTH FLOOR

The sixth floor houses the Library Administration Office, Special Collections and the de Bellis Collection.

SPECIAL COLLECTIONS

The Special Collections Area includes 1) rare, valuable and special format materials; and 2) archival materials about San Francisco State University.

DE BELLIS COLLECTION

The de Bellis Collection is a library-museum of Italian authors and subjects representing the civilization of ancient and modern Italy, particularly in the areas of history, literature, the fine arts and music.

ASSIGNMENT ONE

LIBRARY TOUR

1. On which floor of the Library is the student typing room located?

   a. ground b. 1st c. 2nd d. 3rd e. 4th

2. In the Reserve Book Room instructor's personal copies of materials placed on reserve are listed in a card catalog arranged by:

   a. subject b. instructor c. class name d. class number
   e. department

3. The Book Return drop inside the library is located:

   a. to the left as you enter the library
   b. at the Information Desk
   c. in the card catalog area
   d. at the Book Check Out Desk
   e. next to the Rapid Copy Center

4. On which floor is the Library Registration Desk where you have a zebra label applied to your student ID card?

   a. ground b. 1st c. 2nd d. 3rd e. 4th

5. To the left of the Library Registration Desk as you face it is the:

   a. Book Check Out b. Reference Desk c. Information Desk
   d. Rapid Copy Center e. Interlibrary Loan Desk

6. On the 1st floor how many types of card catalog are there?

   a. none b. one c. two d. four e. five

7. You want to know if the library has a particular book in its collection; you know the title of the book, but not its author. You should look the book up in:

   a. the Author/Title Catalog b. the Subject Catalog
   c. a periodical index d. the Information Desk cardex
   e. the Rotary Linedex

8. On which floor is the Reference Area where most reference books (such as encyclopedias and almanacs) are shelved?

a. ground b. 1st c. 2nd d. 3rd e. 4th

9. On which floor are indexes and abstracts to newspaper and periodical articles located?

a. ground b. 1st c. 2nd d. 3rd e. 4th

10. Indexes and abstracts to newspaper and periodical articles are shelved in alphabetical order in the Reference Area by:

a. title b. subject c. academic department d. publisher
e. call number

11. If you are looking for newspaper articles on a certain subject, you should go to:

a. a newspaper index b. the Subject Catalog
c. a magazine index d. the microforms area
e. the Rotary Linedex

12. On which floor are the book stacks (book shelves) for the main collection located?

a. 2,3 b. 2,3,4 c. 1,2,3 d. 4,5,6 e. 1,2

13. On which floor are periodicals, newspapers and microform materials located?

a. 1st b. 2nd c. 3rd d. 4th e. 5th

14. The following types of materials are listed in the card catalogs in the Phonorecord Library:

a. recordings and musical scores
b. recordings and music books
c. musical scores and music books
d. music dictionaries and encyclopedias
e. musical scores only

15. On which floor is the Government Publications area located:

a. 1st b. 2nd c. 3rd d. 4th e. 5th

16. Which of the following is <u>not</u> on the 5th or 6th floors?

a. Curriculum b. Archives c. Phonorecords
d. de Bellis Collection e. Special Collections

CHAPTER TWO

LIBRARY TERMS

It is important to understand terms that are frequently used in research and in library work. Read the following definitions carefully before doing the assignment.

ABSTRACT. 1. A brief summary of an article, book, thesis, or the like. 2. A series that compiles such abstracts - usually abstracts of journal articles - and provides subject and author indexing: e.g., Biological Abstracts, Psychological Abstracts, Sociological Abstracts. See also INDEX.

ALMANAC. A work, usually an annual, containing miscellaneous statistical and other factual information.

ATLAS. A volume of maps with or without descriptive text.

AUTHOR CARD. A card bearing the author's name, surname first, on the top line, and filed in the card catalog under that surname.

BIBLIOGRAPHY. An organized list of related books or other material often arranged by subject.

BIOGRAPHY. An account of a person's life, actions, and character. A biographer is one who writes such an account.

BOOK REVIEW. An evaluation, usually appearing in a periodical or newspaper, of a recently published book.

CALL NUMBER. Letters, numbers, or symbols assigned to material to designate its location in a library, and, usually, to ensure its location next to other material on a similar subject. The call number for books in the main collection is located on the catalog card and on the spine of the book.

CARD CATALOG. A catalog in which entries on separate cards are arranged in order, listing materials by author, title and subject. This Library has a DIVIDED CATALOG in which author, title and other added entries are interfiled in one section, the subject entries in another, thus creating separate author-title and subject catalogs.

COLLATION: On the catalog card, a record of: pages, illustration, and size of a book.

CROSS REFERENCE. In a catalog or an index, a direction from one heading to another.

DATA BASE. The set of data or information internally stored in a computer and upon which the computer performs to retrieve information or citations.

DICTIONARY. A reference work containing definitions and information about etymology and usage of words in a language. There are special dictionaries which provide definitions of terms related to specific aspects of the language (e.g., slang, etymology). Subject dictionaries provide definitions of terms in specific subject fields.

ENCYCLOPEDIA A reference work containing essay length articles on subjects in a given language (general encyclopedias) or on subjects in a specific field of knowledge (subject encyclopedias).

GAZETEER. A geographical dictionary which provides information about places, not definitions of geographic terms. Also refers to an index to an atlas which provides information about the latitude and longitude of places listed in the atlas.

INDEX. 1. An alphabetical list of the subjects, names, etc. included in a book or set of books, with page numbers to indicate the location of each subject, name, etc. 2. A serial bibliography that gives references to journal articles (and sometimes to symposia, books, pamphlets, etc.) by subject and sometimes by author: e.g., Readers' Guide to Periodical Literature, Art Index, Index Medicus. See also ABSTRACT.

JOURNAL. Scholarly periodicals are usually referred to as journals.

L.C.S.H. see LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS.

LIBRARY OF CONGRESS. The U.S. national library and the library of the American Congress.

LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS (LCSH). A work which provides an authoritative guide to the subject headings used by the Library of Congress. Most academic libraries use this list when assigning subject headings to the books in their collection. This guide provides cross references and lists of subdivisions that may be attached to subject headings to make them more specific (e.g., Quebec - Separatist movement).

MAGAZINE. A periodical for general reading, containing articles on various subjects by different authors, which may include popular fiction and poetry. See also JOURNAL.

MAIN ENTRY. The heading, usually the author, under which information necessary for identification and location of a book is most complete.

MICROFORM. Reduced photographic reproductions of printed materials, produced in several formats and requiring special equipment for reading. Microfilm is photographic film wound on reels; microfiche is printed on small sheets of film, microcards on opaque cards.

PERIODICAL. A publication with a distinctive title intended to appear in successive numbers or parts at stated or regular intervals and, as a rule, for an indefinite period of time. Periodicals usually come unbound (in a paper cover) and are later bound into sets or microfilmed. Includes magazines, journals and newspapers.

PERIODICAL INDEX. An index by subject, and sometimes author, to articles in periodicals. See also ABSTRACT.

SEE ALSO REFERENCE. A direction from a term or name under which entries <u>are</u> listed to other terms or names under which <u>additional</u> or <u>allied</u> information may be found.

SEE REFERENCE. A direction from a term or name under which <u>no</u> entries are listed to a term or name under which entries <u>are</u> listed.

STACKS. A series of bookcases or shelves in a library. "Open stacks" means anyone can browse through the collection. "Closed stacks" means entry is restricted.

SUBJECT CARD. A card bearing a subject heading on the first line, and filed in the card catalog under that heading.

SUBJECT HEADING. A word or group of words indicating a subject under which all material dealing with the same topic is entered in a catalog or bibliography.

TITLE CARD. A card bearing the title of a work on the first line, and filed in the card catalog under that title.

TRACINGS. The record on the main entry card of all additional headings (added entries) under which the work is represented in the card catalog. Tracings appear toward the bottom of the card, or are listed on the back of the main entry card. Subject added entries are numbered with arabic numbers, other added entries with Roman numerals.

YEARBOOK. A general or subject reference work, also called an annual, containing current information in concise descriptive and/or statistical form which is published once a year. Some yearbooks review the events of the year.

ASSIGNMENT TWO
LIBRARY TERMS

Select the correct term for the following definitions.

17. The authoritative guide to subject headings used in assigning subject headings to books in this and other academic libraries.

    a. Periodical index

    b. dictionary

    c. divided catalog

    d. main entry

    e. Library of Congress Subject Headings

18. Book cases and shelves in the Library are also referrred to as:

    a. tracings

    b. stacks

    c. browsing area

    d. microforms

    e. circulation area

19. A brief summary of an article or a compilation of such summaries.

    a. periodical

    b. cross reference

    c. abstract

    d. gazeteer

    e. main entry

20. This Library has a _____ in which author, title, and other added entries are interfiled in one section, and subject entries in another.

a. Library of Congress Subject Headings

b. call number

c. tracings

d. divided catalog

e. almanac

21. An index by subject, and sometimes author, to articles in journals and magazines.

a. periodical index

b. tracings

c. yearbook

d. periodical

e. encyclopedia

22. In an index or catalog, a direction from one heading to another.

a. subject heading

b. divided catalog

c. dictionary

d. cross reference

e. title card

23. A reference work containing lengthy articles about subjects in a language or on subjects in a particular field of knowledge.

a. gazeteer

b. almanac

c. periodical

d. dictionary

e. encyclopedia

24. A card bearing the title of a work on the first line, and filed in the card catlog under that title.

a. author card

b. subject heading

c. see reference

d. see also reference

e. title card

25. Journals and magazines are examples of:

a. periodical indexes

b. periodicals

c. abstracts

d. microforms

e. tracings

26. An organized list of books or other materials often arranged by subject.

a. biography

b. stacks

c. almanac

d. bibliography

e. LCSH

CHAPTER THREE

HOW TO LOCATE A BOOK

Books in the main collection in the J. Paul Leonard Library are shelved on the first, second and third floors. Reference books are shelved in the Reference Services Department and books placed temporarily on limited loan in the Reserve Book Room, ground floor.

The Card Catalogs located on the first floor are used to locate books and other materials in the main collection. There are <u>two</u> Card Catalogs: Author-Title and Subject.

J. Paul Leonard Library periodicals and microforms are located on the seeond floor. Current periodicals are located in the browsing area of the Periodicals Department. Periodicals in this library are not classified and thus do not have a call number. Bound periodicals are shelved alphabetically by title on the second floor.

Card catalogs for other library materials are located in the Phonorecord Library, Government Publications, Curriculum Library and deBellis Collection.

<u>Call Numbers</u>

When using the card catalog, be sure to copy down the entire call number. You will find the call number in the upper left corner of each catalog card for the book. It is helpful to write the call number exactly as it is printed on the card, especially if it is a complex call number.

The J. Paul Leonard Library classifies books according to the Library of Congress Classification System, a mixed letter and number system. The first line (letters) and the second line (numbers) indicate the general subject matter of the book. The third line (a letter and number combination) <u>may</u> further specify the subject of the book. The last letter and number combination(s) refer(s) to the author or title of the book.

Example:

GENERAL SUBJECT (AUTHORS)	PN
FICTION	3448
DETECTIVE & MYSTERY	D4
SCOTT	S35

Since the first two lines of the call number indicate the general subject matter of the book, you may use this letter and number combination to browse in the book stacks for related books.

How Books Are Shelved

How To Locate A Book

The book stacks are open to the public and are located on the 1st, 2nd and 3rd floors of the Library. To locate a book:

1. Copy the complete call number from the catalog card.

2. Books are shelved by Library of Congress letter. Determine the first letter of the top line of the call number and correct floor location by the following chart:

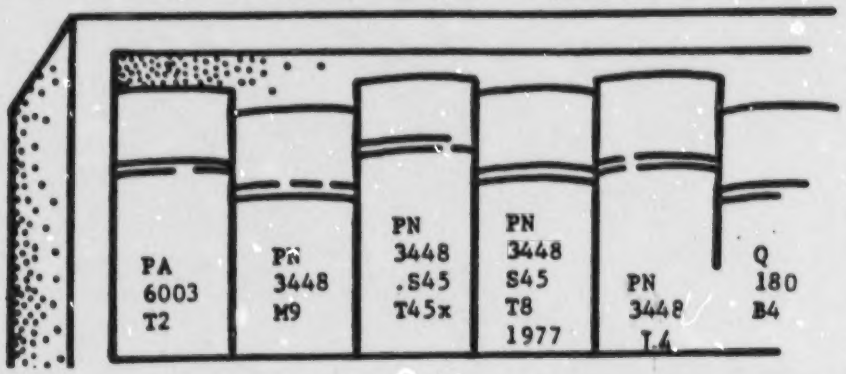
A - N	3rd Floor
P	2nd Floor
Q - Z	1st Floor

Note: Books with call numbers beginning "Ref" are shelved in the Reference Services Department, first floor.

3. Locate the correct floor location for the Library of Congress letter. The floor plan included in Unit One of this Workbook shows book stack locations. Books are then shelved by number.

PN		PN
50	before	3448

4. Books are then shelved by subsequent letters and numbers treated decimally (whether the decimal point appears or not).



Call numbers beginning with "f" or "folio" (large books) are often shelved on a bottom shelf below other books with the same general call number.

Checking Books Out or Locating Missing Books

Once you locate the books you want, bring as many as you want to the 1st floor Circulation Desk to check them out. Your student photo ID is your library card. Books can be checked out for a 4 week period. There is a 15 cent fine per day per book on overdue books.

If you cannot find a book on the shelf, go to the Circulation Desk to see if it has already been checked out. If so, you can put a HOLD on the book. If not, you can put a SEARCH on it.

ASSIGNMENT THREE
LOCATING A BOOK

Locate in the book stacks on the first, second, and third floors the titles of the books with the following call numbers.

27. KF 3318 L3x V. 1-105 is the call number for the book (or book set) with the title:

    a. Labor Relations Reference Manual

    b. Legal Aspects of Engineering

    c. Entertainment Publishing and the Arts

    d. The Law of the Poor

    e. Fair Employment Cases

28. D 117 C3 1911 V. 1-8 is the call number for the book (or book set) with the title:

    a. The Cambridge Medieval History

    b. Readings in European History

    c. Great Events From History

    d. The Cambridge Ancient History

    e. The History of the Crusades

CHAPTER FOUR

THE AUTHOR/TITLE CATALOG

AUTHOR/TITLE CATALOG

The Author/Title Catalog lists books both by author (or editor) and by title, arranged in a single alphabetical order. The main (most informative) card is usually the author card. Authors may be groups such as associations or government agencies as well as individuals.

When using the Author/Title Catalog, there are a few important rules to follow:

- Individual author entries are arranged last name first
- Initials and abbreviations file before words beginning with the same letter (e.g., S.S. before Sap).
- M', Mac, Mc are interfiled as Mac.
- Authors precede titles (e.g., King, Zachary before King Solomon's Mines).
- Initial articles in all languages (e.g., A, An, The, La, Der) are ignored.

On the next page is a sample of an Author card and a Title card for the same book. The author card notes the complete information provided by the catalog card. On pages & of your workbook are samples of Subject cards for that book. Before you proceed to answer the questions on author and title entries, read the material on the subject approach (Unit Four) and the questions on subject approach, as the assignments are related and back-tracking can be eliminated.

For additional information, consult Information Guide #4: How to Use the Card Catalog, available at the Information Desk.

SAMPLE OF AUTHOR CARD (Filed in the Author/Title Catalog under the K's):

(1) HD
82
.K334

(2) Kasdan, Alan Richard
(3) The third world; a new focus for development. Cambridge, Mass., (4) Schenkman Pub. Co.; distributed by General Learning Press (Morristown, N.J., 1973)
(5) xi, 127 p. 21 cm.
(6) Includes bibliographical references.

(7) 1. Economic development.
2. Underdeveloped areas. I Title

14 JAN 81 676072 CSFRs1 72-81520

Notations:

(1) Call number

(2) Author

(3) Title

(4) Publishing Information

(5) Number of Pages, Size

(6) Notes

(7) Tracings: Subject headings (noted by Arabic numerals) used in the Subject Catalog

SAMPLE OF TITLE CARD (Filed in the Author/Title Catalog under the T's):

The third world.

HD
82
K334

Kasdan, Alan Richard.
The third world; a new focus for development. Cambridge, Mass., Schenkman Pub. Co.; distributed by General Learning Press (Morristown, N.J., 1973)
xi, 127 p. 21 cm.

Includes bibliographical references.

1. Economic development.
2. Underdeveloped areas. I. Title.

HD82.K334 330.9'172'4
ZSSSF 72-81520

B4-709488 E MARC

-23-

ASSIGNMENT FOUR
THE CARD CATALOG - AUTHOR AND TITLE APPROACH

29. William John Lawrence wrote a book with the call number PN 2581 L3. What is the title?

a. Curtain calls

b. The stage

c. The magic mirror

d. In search of theater

e. Old theatre days and ways

30. The graphic I Ching is the title of a book with the call number BF 1770 .C5 084x. Who is the author?

a. Diane ffarington Hook

b. Khigh Dhiegh

c. Gia-fu Feng

d. Hide Oshiro

e. Tsuyoshi Hasegawa

31. Nelly Sachs wrote a book with the call number PT 2637 A4184 A6 1967. What is the title?

a. The floor keeps turning

b. Thirty one sonnets

c. O the chimneys

d. Moon's farm

e. Extravagaria

32. Reminiscences is the title of a book with the call number E 745 M3 A34. Who is the author?

a. Douglas MacArthur

b. Henry David Thoreau

c. Witter Bynner

d. James Burrill Angell

e. Toni Morrison

CHAPTER FIVE

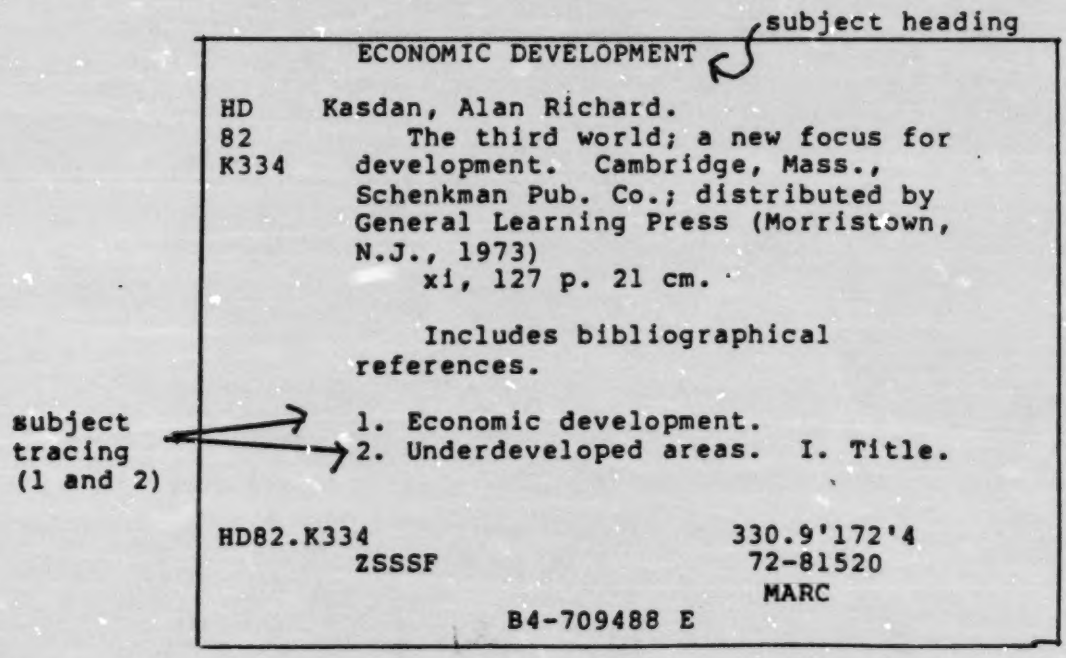
THE SUBJECT CATALOG

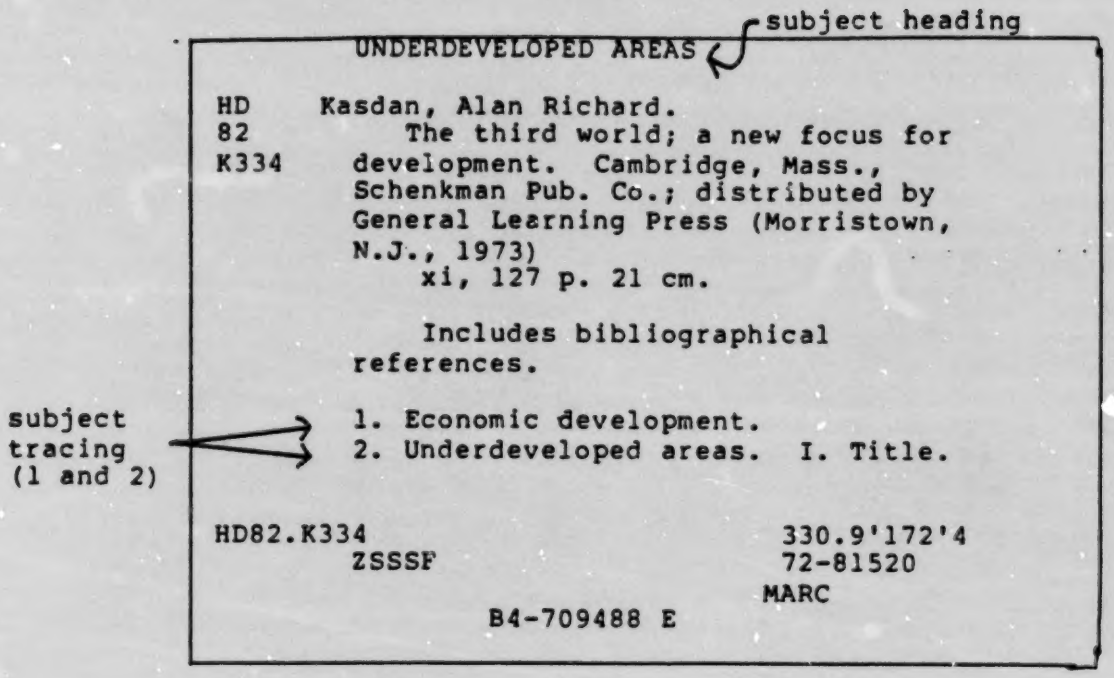
The Subject Catalog has one or more subject cards for each book, filed in alphabetical order. Subject headings are typed at the top of each catalog card, either in red or black capital letters.

The subject headings assigned to a book are printed near the bottom of the catalog card. Some older catalog cards list the subject tracings on the back of the catalog card. Look at the example catalog card in Unit Three. In the case of the Kasdan book, the subjects assigned are "1. Economic development." and "2. Underdeveloped areas." A catalog card also was made for the title of the book, The Third World: A New Focus for Development. These annotations (subject headings and added entries) are called the "tracings" because they trace, or keep track of, all the catalog cards made for a book.

If you have any questions, please consult Information Guide #4: How to Use the Card Catalog or ask at the Reference Desk.

SAMPLE OF SUBJECT CARDS:




subject heading
UNDERDEVELOPED AREAS
HD
82
K334
Kasdan, Alan Richard.
The third world; a new focus for development. Cambridge, Mass., Schenkman Pub. Co.; distributed by General Learning Press (Morristown, N.J., 1973)
xi, 127 p. 21 cm.
Includes bibliographical references.
subject tracing (1 and 2)
1. Economic development.
2. Underdeveloped areas. I. Title.
HD82.K334
ZSSSF
330.9'172'4
72-81520
MARC
B4-709488 E

ASSIGNMENT FIVE
CARD CATALOG

Turn back to Assignment Four and check the subject tracings for the first two books that you looked up in the author/title catalog (the first two questions in Assignment Four).

What is the first subject tracing given for each book?

33. Book One

a. Theater - History

b. Actors - Correspondence, reminiscences, etc.

c. Theater - New York

d. Drama - History

e. Drama - Addresses, essays, lectures

34. Book Two

a. Mysticism

b. Understanding the I Ching

c. I Ching

d. I Ching - graphics

e. Divination - Chinese

35. Look in the Subject Card Catalog under the subject heading Fantasy. This library has a book on this subject written by:

a. Shirley Manocchio

b. Tina Raris

c. Kunsthalle Basel

d. Mulk Raj Anand

e. Gene Childs

36. Look in the Subject Card Catalog under the subject heading Sports - Social Aspects. This library has a book on this subject written by:

a. D.J. Dance

b. John Loy

c. Noricko Kamachi

d. Violet Paget

e. Tillie Olsen

CHAPTER SIX

THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Books in this library are arranged on the shelves according to the Library of Congress Classification system. Public libraries and school libraries usually use the Dewey Decimal Classification system. The LC system groups books into broad subject categories which are identified by a letter of the alphabet. These broad categories may be further subdivided by additional letters. The specific subject of the book is defined by the number following the first letter or letters. Look closely at the call numbers of these two books:

JL
952
P5
Pike, Frederick, ed.
Freedom and reform in Latin America. 1959.

JL
1231
S35
1964
Scott, Robert Edwin.
Mexican government in transition.
Rev. ed. 1964.

The J classification includes books about political science. JL is the subdivision for books about the political science of the Americas outside of the United States. JL 950 to JL979 are numbers reserved for the political science of Latin America in general. JL 1200 to JL1299 are reserved for the political science of Mexico.

Following the initial combination of one or more letter with a number, you will find a further group composed of a single capital letter followed by one or more digits. This is used to represent the author's name and is called the Cutter number. In the examples above, P5 stands for Pike and S35 stands for Scott. Another example:

JL
952
J6
Johnson, John J.
Political change in Latin America: the emergence of the middle sectors. 1958.

The book is on the same subject as the book by Pike above. By putting the two books in order according to their Cutter numbers, P5 and J6, the book by Johnson will come before the book by Pike on the shelf.

In most cases where a book has been republished in a new or revised edition, the new date of publication is added below the Cutter number.

A BRIEF SUBJECT INDEX TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Agriculture	S
Anthropology	GN
Archaeology	CC
Architecture	NA
Art	N
Astronomy	QB
Bibliography	Z
Biology	QH
Botany	QK
Business	HF
Chemistry	QD
Cook Books	TX
Dance	GV
Drama - see Literature	
Economics	HB-HJ
Education	L
Fiction - see Literature	
Folklore	GR
Games	GV
Geography	G-GC
Geology	QE
History	
Africa	DT
Asia	DS
Europe	
France	DC
Germany	DD
Great Britain	DA
Russia	DK
Spain	DP
Latin America	F
North America	E-F
Oceania	DU
United States	E-F
World & General	D
Languages	PA-PM
Law	K
Library Science	Z
Linguistics	P
Literature	
American	PS
British	PR
Classical	PA
Children's	PZ
French, Italian, Spanish	PQ
Germanic	PT
Near Eastern	PJ-PK
Oriental	PL
Slavic	PG
Mathematics	QA
Medicine	R
Military Science	U
Music	M
Naval Science	V
Novels - see Literature	
Oceanography	GC
Philosophy	B-BJ
Photography	TR
Physical Education	GV
Physics	QC
Plays - see Literature	
Poetry - see Literature	
Political Science	J
Psychiatry	RC
Psychology	BF
Religion	BL-BX
Science	Q
Social Science	H
Sociology	HM-HV
Sports	GV
Statistics	HA
Technology	T
Zoology	QL

This brief listing is only an indication of possible classifications for books. Check the Subject Card Catalog for a complete record by subject of all books in our collection.

SELECTED OUTLINE OF THE
LIBRARY OF CONGRESS CLASSIFICATION

A - GENERAL WORKS - POLYGRAPHY
- AC - Collections, Series
- AE - Encyclopedias (General)
- AG - General reference works
- AI - Indexes (General)
- AM - Museums
- AN - Newspapers
- AP - Periodicals (General)
- AS - Societies, Academies
- AY - Yearbooks (General)
- AZ - General history of knowledge & learning

B - PHILOSOPHY - RELIGION
- B - Collections, History, Systems
- BC - Logic
- BD - Metaphysics
- BF - Psychology
- BH - Aesthetics
- BJ - Ethics
- BL - Religions, Mythology
- BM - Judaism
- BP - Mohammedanism, Bahaism, Theosophy
- BR - Church history
- BS - The Bible
- BT - Doctrinal Theology
- BV - Practical Theology
- BX - Special sects

C - AUXILIARY SCIENCES OF HISTORY
- CB - History of civilization & culture (General)
- CC - Archaeology
- CD - Diplomatics (Collections of documents, etc.), Archives, Seals
- CE - Chronology
- CJ - Numismatics, Coins
- CN - Epigraphy, Inscriptions
- CR - Heraldry
- CS - Genealogy
- CT - Biography, biography as an art, general collections, & individuals not identified with any country
  Note: Biographies and autobiographies are generally found under particular subjects, & under names of countries, cities, etc.

D - HISTORY & TOPOGRAPHY (Except America)
- D - General history
- DA - Great Britain
- DB - Austria-Hungary
- DC - France
- DD - Germany
- DE - Classical antiquity
- DF - Greece
- DG - Italy
- DH-DJ - Netherlands (Belgium, Luxemburg, Holland)
- DK - Russia, Poland, Finland
- DL - Scandinavia
- DP - Spain & Portugal
- DQ - Switzerland
- DR - Turkey & The Balkan States
- DS - Asia
- DT - Africa
- DU - Australia & Oceania
- DX - Gypsies

E & R - AMERICA (HISTORY & GEOGRAPHY)
- E - America (General) & U.S. (General)
- F - U.S. (Local) & America except U.S.

G - GEOGRAPHY - ANTHROPOLOGY
- G - Geography (General)
- GA - Mathematical & astronomical geography
- GB - Physical geography
- GC - Oceanography
- GF - Anthropogeography
- GN - Anthropology, Ethnology, Ethnography
- GR - Folklore
- GT - Manners & customs (General)
- GV - Recreation, Sports, Games, Amusements

H - SOCIAL SCIENCES - SOCIOLOGY
- H - Social sciences (General)
- HA - Statistics
- HB - Economic theory
- HC - Economic history & conditions, National production
- HD - Economic history: agriculture & industries
- HE - Transportation & communication

H - SOCIAL SCIENCE - SOCIOLOGY (CONTD.)

- HF - Commerce (General)
- HG - Finance
- HJ - Public finance
- HM - Sociology (General & theoretical)
- HN - Social history, Social reform
- HQ - Sex relations, Family, Marriage, Home
- HS - Associations (Secret societies, clubs, etc.)
- HT - Communities, Classes
- HV - Social pathology, Philanthropy, Charities & corrections
- HX - Socialism, Communism, Anarchism, Bolshevism

J - POLITICAL SCIENCE

- J - Documents
- JA - General works
- JC - Political science, Theory of the state
- JF - General works
- JK - United States
- JL - British America, Latin America
- JN - Europe
- JQ - Asia, Africa, Australia, & Pacific Islands
- JS - Local government
- JV - Colonies & colonization, Emigration & immigration
- JX - International law

K - LAW

L - EDUCATION

- L - General works
- LA - History of education
- LB - Theory & practice of education, Teaching
- LC - Special forms, relations & applications
- LD - U.S.
- LE - America except U.S.
- LF - Europe
- LG - Asia, Africa, Oceania
- LH - University, college & school magazines, etc.
- LJ - College fraternities & their publications

M - MUSIC

- M - Music (Scores)
- ML - Literature of music
- MT - Music instruction & study

N - ART

- N - Fine arts (General)
- NA - Architecture
- NB - Sculpture & related arts
- NC - Graphic arts in general, Drawing & design, Illustration
- ND - Painting
- NE - Engraving, Prints
- NK - Art applied to industry, Decoration & ornament

P - LANGUAGE & LITERATURE

- P - Philology & linguistics (General)
- PA - Classical languages & literature
- PB - Modern European languages
- PC - Romance languages
- PD - Scandinavian languages
- PE - English language, including Anglo-Saxon & Middle English
- PF - Dutch, Flemish, Afrikaans, & German languages
- PG - Slavic languages & literatures
- PJ - Oriental languages & literatures
- PK - Indo-Iranian, Indo-Aryan, Iranian, Armenian, Caucasian
- PL - Eastern Asia, Oceania, Africa
- PM - Hyperborean, American & artificial languages
- PN - Literary history & collections (General)
- PQ - Romance literatures
- PR - English literature
- PS - American literature
- PT - Teutonic literatures
- PZ - Juvenile literature in English & foreign languages

Q - SCIENCE

- Q - Science (General)
- QA - Mathematics
- QB - Astronomy
- QC - Physics
- QD - Chemistry
- QE - Geology
- QH - Natural history
- QK - Botany
- QL - Zoology
- QM - Human anatomy
- QP - Physiology
- QR - Bacteriology

R - MEDICINE
- R - Medicine (General)
- RA - State medicine, Hygiene
- RB - Pathology
- RC - Practice of medicine
- RD - Surgery
- RE - Ophthalmology
- RF - Otology, Rhinology, Laryngology
- RG - Gynecology & obstetrics
- RJ - Pediatrics
- RK - Dentistry
- RL - Dermatology
- RM - Therapeutics
- RS - Pharmacy & materia medica
- RT - Nursing
- RV - Botanic, Thomsonian & eclectic medicine
- RX - Homeopathy
- RZ - Miscellaneous schools & arts

S - AGRICULTURE
- S - Agriculture (General)
- SB - Plant culture (General)
- SD - Forestry
- SF - Animal culture
- SH - Fish culture & hatcheries
- SK - Hunting sports

T - TECHNOLOGY
- T - Technology (General)
- TA - Engineering (General), Civil engineering
- TC - Hydraulic engineering (harbors, rivers. canals)
- TD - Sanitary & municipal engineering
- TE - Roads & pavements
- TF - Railroad engineering & operation
- TG - Bridges & roofs
- TH - Building construction
- TJ - Mechanical engineering & machinery
- TK - Electrical engineering & industries
- TL - Motor vehicles, Cycles, Aeronautics
- TN - Mineral industries, Mining, Metallurgy
- TP - Chemical technology
- TR - Photography
- TS - Manufactures
- TT - Trades
- TX - Domestic science

U - MILITARY SCIENCE
- U - Military science (General)
- UA - Armies, Organization & distribution
- UB - Administration
- UC - Maintenance & transportation
- UD - Infantry
- UE - Cavalry
- UF - Artillery
- UG - Military engineering
- UH - Other services

V - NAVAL SCIENCE
- V - Naval science (General)
- VA - Navies, Organization & distribution
- VB - Naval administration
- VC - Naval maintenance
- VD - Naval seamen
- VE - Marines
- VF - Naval ordnance
- VG - Other services of navies
- VK - Navigation
- VM - Shipbuilding & marine engineering

Z - BIBLIOGRAPHY & LIBRARY SCIENCE

ASSIGNMENT SIX
LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

37. With what letters do call numbers of books on Agriculture begin? (See previous pages.)

a. TR

b. Z

c. P

d. BJ

e. S

38. What do the letters AM stand for?

a. Music

b. Museums

c. Photography

d. Psychology

e. Technology

39. What do the letters CT stand for?

a. Poetry

b. Biography

c. Sports

d. Technology

e. Psychiatry

40. Locate the books on floors 1, 2, and 3 with call numbers from F 1601 to F 1629. What specific subject do these books have in common? (For example, for BF 721 to 723, the answer "Psychology" is too general; the specific answer "Child Psychology" will be found by looking at the books with these call numbers.)

a. Boston Massacre

b. South Africa

c. Texas

d. West Indies

e. Southern States

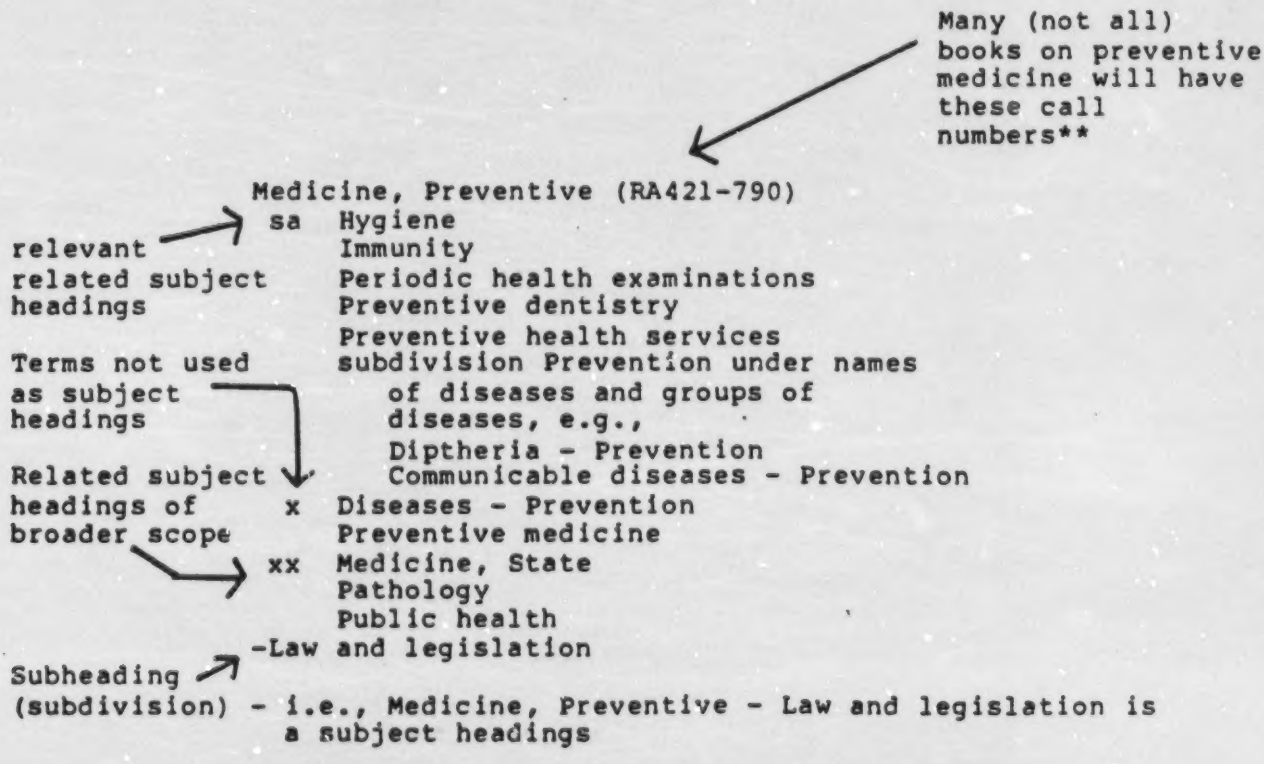
CHAPTER SEVEN

LIBRARY OF CONGRESS SUBJECT HEADINGS

To determine which word or phrase to use when searching for materials on a topic in the Subject Catalog, use the Library of Congress Subject Headings (LCSH), a large red two-volume set located near the Subject Catalog and at the Reference Desk. This is a guide to the correct and related subject headings used in the Subject Catalog. For instance, if you look up Preventive Medicine in LCSH, you would find:

Preventive Medicine
See Medicine, Preventive

If you then look up Medicine, Preventive as instructed, you would find additional useful information about your topic:


Many (not all) books on preventive medicine will have these call numbers**
Medicine, Preventive (RA421-790)
sa Hygiene
Immunity
Periodic health examinations
Preventive dentistry
Preventive health services
subdivision Prevention under names of diseases and groups of diseases, e.g.,
Diptheria - Prevention
Communicable diseases - Prevention
x Diseases - Prevention
Preventive medicine
xx Medicine, State
Pathology
Public health
-Law and legislation
relevant related subject headings
Terms not used as subject headings
Related subject headings of broader scope
Subheading (subdivision) - i.e., Medicine, Preventive - Law and legislation is a subject headings

**You can browse the book stacks in the call number areas indicated.

ASSIGNMENT SEVEN
LIBRARY OF CONGRESS SUBJECT HEADNGS

41. You are writing a paper on Beasts. You go to the Library of Congress Subject Headings (LCSH), look it up, and find that LC does not use that term for books on that subject. Instead it says, "See..."

    a. Wild animals

    b. Livestock

    c. Animals

    d. Creatures

    e. Domestic animals

42. Before you go to the card catalog with that subject heading to see what books the Library has on that subject, you look under the subject heading you found in question #41 and make note of the "see also" (sa) references suggested. The first one listed is:

    a. Animals, Treatment of

    b. Pigs

    c. Animal diseases

    d. Chickens

    e. Animal breeding

43. Just in case you need other related material, you make note of the broader subject headings given (xx). The first one listed is:

    a. Veterinarians

    b. Beasts of burden

    c. Agriculture

    d. Anatomy

    e. Genetics

CHAPTER EIGHT

DICTIONARIES

Dictionaries are books which contain lists of words in alphabetical order. The meanings of these words are given, as well as how they are pronounced. Some dictionaries may show how words are used in speech or writing and how the word came from other languages into our language. They also may trace the changes in the meaning of a word from the way it was used centuries ago to the way it is used now.

Large dictionaries which try to include every word in the language are called unabridged dictionaries, while the smaller, abridged ones try to limit themselves to the more commonly used words.

*Examples of unabridged dictionaries (these are located on top of Index counter #1, adjacent to the Reference Desk):

Random House Dictionary of the English Language, the unabridged edition (Ref PE 1625 R3 1967)

Webster's New International Dictionary of the English Language, second edition. (Ref PE 1625 W3 1957)

Webster's Third New International Dictionary, third edition. (Ref PE 1625 W36 1961)

The Oxford English Dictionary

A dictionary of special interest is the Oxford English Dictionary (often called the "OED"), a thirteen volume set. (Reference Stacks, First Floor, Ref PE 1625 N53 1970). The goal of the "OED" is to include entries on every word in English from 1160 on. It gives meanings, spellings, pronunciation, derivation, etc., but is especially strong in its historical tracing of each word in the language. It also gives the dates of the first recorded uses of particular meanings of words, with quotations illustrating these meanings.

There are two primary types of foreign language dictionaries. First, there is the dictionary written entirely in one language for people who speak the language; these can be of any size, variety or complexity, abridged or unabridged. Second is the English-foreign language, foreign language-English dictionary, of use primarily to the student of the language. These dictionaries, too, can vary in scope

and complexity, but as a rule are less apt than the first kind to give the special nuances and idioms of the language.

Foreign Language Dictionaries

Location: Many foreign language dictionaries are shelved in the Reference Area Stacks, adjacent to the Reference Desk, first floor. General call numbers for dictionaries of individual languages are listed below:

Chinese	Ref PL1455
French	Ref PC2640
German	Ref PF3640
Italian	Ref PC1640
Japanese	Ref PL679
Latin	Ref PA2365
Spanish	Ref PC4640

ASSIGNMENT EIGHT
DICTIONARIES

44. You need to write a paper for your English 1 class and your T.A. is a stickler on rules of grammar. You check in one of the unabridged dictionaries listed on page 38, making note of the abbreviations used, to learn the part of speech of the word xerarch.

    a. Adjective

    b. Adverb

    c. Noun

    d. Verb

    e. Pronoun

45. Somewhat intrigued, you then look up the word pagan in the Oxford English Dictionary (Ref fPE 1625 N53 1970) and learn that the date of the earliest quotation used to illustrate the first meaning of the word is:

    a. 1375

    b. 1393

    c. 1767

    d. 1402

    e. 1579

46. You remember you have some translating to do for your Japanese class tomorrow. Referring to the general call numbers for language dictionaries on page 39, you locate the appropriate dictionary and look up the word randoseru. It means:

    a. folding bed

    b. Japanese temple

    c. small dwelling

    d. knapsack

    e. hanging suitcase

CHAPTER NINE

ENCYCLOPEDIAS

A general encyclopedia is often the best place to start research on a subject. Each article is written by a specialist in the field and provides a comprehensive introduction to the subject; it usually summarizes and synthesizes information from a variety of sources and provides a selective bibliography for further reading. These articles are helpful for getting a broad overview of a subject before starting research on one aspect of it, or for checking on an unfamiliar item that comes up in the course of your research (for example, a passing reference to someone apparently important, whom the author does not discuss in detail because he assumes you will recognize the name). Most encyclopedias contain many short articles in alphabetical order, so that it is necessary to consult the index in order to find all the articles relating to a given subject.

Encyclopedia Americana (shelved across from the Reference Desk; Ref AE5 .E333 1982):

This 30 volume set is a reliable and comprehensive general encyclopedia. Articles appear in alphabetical order by subject. Although it is often convenient and sufficient to consult the alphabetical sequence for your topic, the index volume of the encyclopedia, Volume 30, will direct you to all relevant and related articles for a particular subject. When using an encyclopedia, always check to determine if there is an index volume (usually at the back of a 1 volume set or the final volume of a set). Consult the index volume, if available, for efficient access to information.

Encyclopedia Britannica (shelved across from the Reference Desk along the wall; Ref AE5 .E363 1979):

This is the most famous encyclopedia in English. Originally published in Great Britain, it has been published in the United States for many years. The set still reflects its British origins in spelling, in some headings, and in the lengthy treatment of many British topics. This useful encyclopedia has long, detailed articles on many subjects. Many of the longer articles have bibliographies appended to them. This encyclopedia is especially useful for the history and background of a subject. Content emphasis is in the arts, and the political and economic developments of European countries and cities.

Beginning with the 15th edition (1974), the Encyclopedia Britannica is divided into three sections: 1) the "Propaedia," a one-volume outline of knowledge and guide to the Britannica; 2) the "Micropaedia," ten volumes (indicated by Roman numerals) which contain a large number of short articles on very specific subjects; and 3) the "Macropaedia," nineteen volumes (indicated by Roman numerals) which contain long articles on broad topics. There is no index volume as such, since the "Micropaedia" contains both cross-references for its own use and references (with volume and page numbers) to the longer articles in the "Macropaedia." (If there is a long article by the same title, its volume and page numbers will be given at the beginning of the short article.) Always begin by looking in the "Micropaedia" (Volumes marked with Roman numerals.)

In addition to general encyclopedias which cover the entire field of knowledge, there are many encyclopedias which concentrate on specific subject fields, disciplines, countries, religions, etc. The articles in these are more detailed and are apt to be much more exhaustive than those in general encyclopedias. Encyclopedias for specific disciplines may be located by consulting the Subject Card Catalog under a subject with the subheading "-Dictionaries," i.e. Music - Dictionaries, Economics - Dictionaries.

Examples of these are:

The Encyclopedia of Education (Ref LB15 E47)

International Encyclopedia of the Social Sciences (Ref H40 A2 I5)

McGraw-Hill Dictionary of Art (Ref N33 M23)

McGraw-Hill Encyclopedia of Science and Technology (Ref Q121 M3)

Modern Encyclopedia of Russian and Soviet History (Ref DK 14 M6)

New Catholic Encyclopedia (Ref BX841 N44 1967)

These five sets of encyclopedias are located in regular call number order in the Reference Stacks, first floor.

ASSIGNMENT NINE
ENCYCLOPEDIAS

47. You are assigned to write a term paper on the subject neutron stars. To locate an overview or general discussion of your topic, you first consult the Encyclopedia Americana, Ref AE 5 E333 1982. Using the Index Volume, Volume 30, you locate the exact reference (volume and page i.e., 27:899) to all relevant articles in the encyclopedia set. Under your subject heading, you notice that there are at least two references to articles on your subject.

    The first two references listed under your subject in the Index Volume are:

    a. 6-56; 8-81

    b. 16-198; 8-68

    c. 22-797; 25-606

    d. 17-293; 5-391

    e. 17-303; 6-768

48. Turn to the first reference listed under your subject. Locate the article in the appropriate volume in the encyclopedia set.

    At the end of this article, you will find the name of the author of the article. The author is:

    a. Mary B. Cowan

    b. Fritz L. Allred

    c. No Author Given

    d. Stephanie R. Mills

    e. Arthur N. Simpson

49. You are doing a term paper on Pontifical Biblical Commission. You use whichever is most appropriate of the specialized encyclopedias listed in this chapter.

Which encyclopedia contains an article on the exact topic given above?

a. Encyclopedia of Education

b. McGraw-Hill Dictionary of Art

c. McGraw-Hill Encyclopedia of Science & Technology

d. The Modern Encyclopedia of Russian and Soviet History

e. New Catholic Encyclopedia

50. What is the year of publication for the first item listed in the bibliography at the end of the article?

a. 1910

b. 1923

c. 1912

d. 1915

e. 1934

CHAPTER TEN

ALMANACS

Almanacs are annual volumes of current and retrospective information, facts, and statistics. While almanacs are best used to answer simple questions of current or historical fact, the variety and diversity of information included are truly wondrous. They contain minutely specific factual data about categories of information (presidents, rivers, population, awards, religion, holidays, income, railroads, mathematics, home runs, etc.) reaching back over many years.

ALWAYS CONSULT THE INDEX WHEN USING AN ALMANAC, otherwise you will lose much valuable time. Do not confuse the index with the table of contents. Some almanacs have the index in the front, some in the back of the volume. When using the index, look under general topics; for example, when searching for the atomic weight of the chemical element Krypton, check in the index under "Atomic weights" or "Chemical elements," NOT under the specific name "Krypton."

The three most popular and best known general almanacs are:

World Almanac (Reference Desk: Ref AY67 N5 W7)

Information Please Almanac (Reference Desk: Ref AY64 I55)

Whitaker's Almanack (Reference Stacks: Ref AY 754 W5)

The most current editions of most almanacs are shelved behind the Reference Desk. Copies of earlier annual almanacs are shelved in the main book collection, third floor, in call number order.

ASSIGNMENT TEN
ALMANACS

51. You've always wanted to travel to an island and are planning a trip for the summer. What is the area of the island of Cuba?

a. 54, 124

b. 76, 801

c. 44, 218

d. 28, 597

e. 140, 368

52. You've started to jog and its get you thinking... What horse won the Kentucky Derby Horse Race in 1959?

a. Our Choice

b. Assault

c. Tomy Lee

d. Cannonade

e. Roman Soldier

53. You might take up a career in the theater... What actress won the Academy Award (Oscar) in 1973?

a. Vanessa Redgrave

b. Glenda Jackson

c. Barbra Streisand

d. Julie Christie

e. Goldie Hawn

54. On the other hand, you're pretty good in Chemistry... What is the atomic number of the chemical element Nobelium?

a. 106

b. 98

c. 86

d. 88

e. 102

55. You are studying monarchs in history class. Who ruled England in 1450?

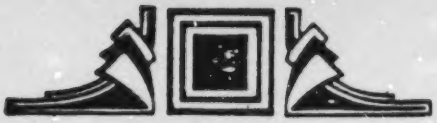
a. Edward V

b. Richard 111

c. Edward 111

d. Henry V1

e. Henry 1V



CHAPTER ELEVEN

PERIODICAL INDEXES

Encyclopedias, yearbooks, almanacs, and other reference works provide condensed information on almost every subject. But much additional current information, discussion, and opinion on subjects can be found in the thousands of periodicals* published in this country and elsewhere. Study of a topic is seldom complete until current and past periodical literature as well as books have been investigated.

PERIODICAL INDEXES are used to locate articles on a subject much as it is necessary to use the subject card catalog to locate books on a topic. A periodical index lists by subject, and sometimes by author, articles that have appeared in the group of periodicals which the index covers. A periodical index may cover the major periodicals in a particular subject area (e.g., art) or of a particular type (e.g., popular magazines). Unlike the subject card catalog, however, a periodical index may include materials that are not in this library.

PERIODICAL INDEXES usually give a complete reference to periodical articles, including author, title of the article, title of the periodical in which the article may be found, volume number, pages, and date, and additional material.

To find an article in a magazine on the subject of education, look under the subject headings "Education" in any one of the indexes described below. A typical entry might read:

EDUCATION

More time for tomorrow. G. Wendt. il. Nat Educ Assn J 46:431-2 0'57

The article is titled "More time for tomorrow," is written by G. Wendt, is illustrated, appeared in the National Education Association Journal in volume 46, pages 431-432 In the October, 1957 issue.

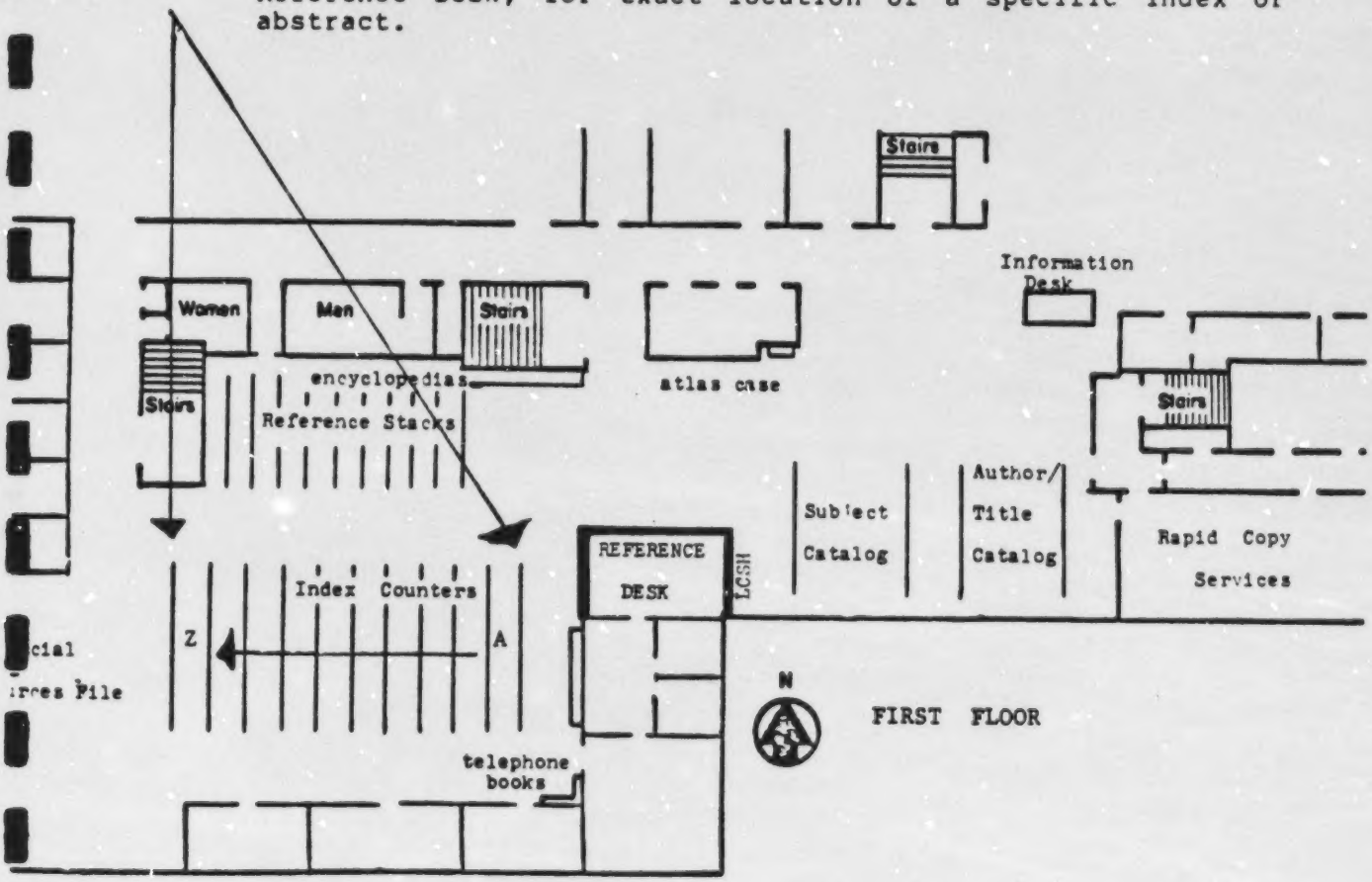
It is important to read the instructions for use and to note the lists of periodicals indexed and their abbreviations in the front of these reference works.

An ABSTRACT, or an abstracting service, is a periodical index which provides summaries of the articles it indexes. These summaries can

prove invaluable in helping you to determine if an article is worth reading.

*The terms "periodical," "magazine," "journal" and "serial" refer to materials published at regular intervals under a particular title. While they do not have precisely the same meaning, they are used interchangeably in many instances.

LOCATION: Periodical Indexes and Abstracts are located adjacent to the Reference Desk, First floor. Most indexes and abstracts are shelved in Index Counters in alphabetical order by title. Consult the Indexes and Abstracts Title Guide, located at the Reference Desk, for exact location of a specific index or abstract.



BEST COPY AVAILABLE

The five most widely used periodical indexes are:

The Readers Guide to Periodical Literature 1900-date.
Indexes more than 180 periodicals of general interest published in the U.S. Articles are listed under subject and author. Published monthly or semi-monthly with annual cumulations.

Business Periodicals Index (Index Counter), 1958-date.
Indexes the major business journals by subject. Articles about a company are listed under the name of the company. Index coverage includes the fields of advertising, banking, computer technology and applications, economics, industries, international business, management, marketing and real estate. Published monthly with annual cumulations.

Humanities Index (Index Counter) 1974-date.
Indexes more than 260 journals in the fields of theater, literature, religion and humanities. Articles are listed by subject headings.

Public Affairs Information Service Bulletin (PAIS) (Index Counter), to 1915-date.
Lists books, pamphlets, government publications, reports of public and private agencies, and periodicals relating to economic and social conditions, public administration and international relations, published in English throughout the world. Items are listed by subject only. Published monthly with annual cumulations.

Social Sciences Index (Index Counter)., 1974-date.
Indexes more than 260 periodicals in the fields of anthropology, area studies, economics, environmental sciences, geography, law and criminology, medical sciences, political science subjects. Articles are published monthly with annual cumulations.

In addition to these indexes, there are hundreds of specialized indexes and abstracts providing access to periodical literature in all subject fields. Consult the Indexes and Abstracts Subject Guide and Indexes and Abstracts Title Guide, available at the Reference Desk, for a complete listing. Be sure to ask at the Reference Desk for assistance with using periodical indexes and abstracts. For additional information, a videotape, "In Search of Periodicals," is available for viewing at the Student Learning Center, Room 432, Library. A handout is also available at the Reference Desk, Bibliographies and Research Guides #1: How to Use Readers Guide to Periodical Literature. Ask for additional related bibliographies.

ASSIGNMENT ELEVEN
PERIODICAL INDEXES

While you're in the Index Area, you remember you are supposed to read a review of a film for your Theater Arts class. The instructor told you not to select a popular, general magazine such as Time, New Yorker, or Esquire but to look for a review in a more scholarly, academic and/or specific source. You use the Humanities Index, volume 2, and turn to the heading "Moving picture reviews - Single works" and find a citation for a review of Funny Lady.

56. In which journal did the review appear?

    a. Cine News

    b. Hudson Review

    c. Filmograph

    d. Movies

    e. Commentary

57. In which volume and on which page or pages?

    a. Vol.83 page 10-15

    b. Vol.44 page 68-9

    c. Vol.54 page 73-5

    d. Vol.13 page 63-5

    e. Vol.28 page 418-20

58. On what date?

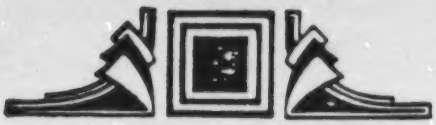
    a. Aut '75

    b. Ag '77

    c. Mr '75

    d. Je '75

    e. Wint '76



CHAPTER TWELVE

PERIODICALS IN THE J. PAUL LEONARD LIBRARY

The J. Paul Leonard Library currently subscribes to more than 4000 periodicals. These are primarily titles which are included in the major periodical indexes and abstracts. Like the book collection, the periodicals represent all the major subject areas in support of the campus academic curriculum. Most periodicals in this library are kept in print format (hard copy); however, some older and certain heavily-used periodicals are available on microfiche or microfilm.

LOCATING PERIODICALS BY TITLE

PERIODICAL HOLDINGS

To determine if the Library subscribes to a particular periodical, consult the Rotary Linedex, an alphabetical list of periodicals located in the Periodicals/Microforms area, second floor.

The Rotary Linedex is the most complete, up-to-date and informative listing of the library's periodicals. If a periodical is on microfiche or microfilm, the Rotary Linedex will list the dates of such holdings.

Sample Entry From the Rotary Linedex:

National Geographic Magazine
Microfilm: v. 1-10 (1888-1899); Bound: v. 21 (1910-date)

LOCATION OF PERIODICALS

Current issues (issues for the last year or so) are shelved in the browsing area of the Periodicals/Microforms area, second floor. Bound volumes of older issues are shelved in alphabetical order by periodical title on the second floor of the Library. Microforms (microfiche, microfilm and ultrafiche) are housed in the Periodicals/Microforms Desk.

For more information, consult Information Guide #7: How to Locate Periodicals, available at the Information Desk.

ASSIGNMENT TWELVE
J. PAUL LEONARD LIBRARY PERIODICALS

You have compiled a list of articles you want to read in preparation for your term paper. You notice that you forgot to record the title of one of the articles. Your citation reads:

Science 198:808 N 25 '77

59. You look in the Rotary Linedex in the Periodicals Department and locate the listing for the above journal. This library has holdings of bound volumes of that magazine beginning with:

a. V.191, 1976

b. V.70, 1929

c. V.1, 1929

d. V.198, 1977

e. V.7, 1934

60. Next, you locate the journal in the bound periodicals section on the second floor*, and find the correct issue, volume, and page of the article. The title of the article is:

a. The hospice movement

b. The dilemma of pain pills

c. Hospital generated trauma

d. Pain control with hypnosis

e. Pain and pep pills reviewed

*If the bound volume is not available (be sure to look on the tables and the shelves adjacent to where it would be shelved), there is a second copy on microfiche or microfilm. Consult the Rotary Linedex for microform holdings.

CHAPTER THIRTEEN

BIOGRAPHIES

Libraries receive more requests for biographical information than for any other subject. It is extremely important to learn about particular sources of information about people in addition to the encyclopedias, dictionaries, periodical indexes, almanacs, and other general reference sources already mentioned in this book. It is important to remember that book-length biographies can be found in the Subject Card Catalog by looking under the last name of the person.

There are many general biographical dictionaries whose articles vary in length from a brief sentence or two to several pages. These are usually arranged in straight alphabetical order, the only problems being spelling of names (e.g., Olson, Olsen; Tolstoi, Tolstoy), and treatment of pseudonyms, titles, etc. Users of biographical sources must be aware that "facts" vary widely from one source to another owing sometimes to authors or editors, in other cases because biographees are not necessarily consistent in their relating of facts to biographers, in still other instances because many "facts" are a matter of interpretation or opinion. For whatever reason, it is always best to check in several sources to verify biographical information.

INDEXES TO BIOGRAPHICAL MATERIALS

Biography Index: (Index Counter). This index locates biographical articles in periodicals and material published in books. Arranged alphabetically by the person's last name.

Biography and Genealogy Master Index (Ref Z 5305 .U5 B57 1980, located at the Reference Desk). This 8 volume set is arranged by a person's name (surname first) and lists references to major biographical reference sources for information about the individual.

SOME EXAMPLES OF GENERAL BIOGRAPHICAL SOURCES ARE:

The McGraw-Hill Encyclopedia of World Biography: (Reference Stacks: Ref CT 103 M27 1973). An 11 volume set arranged in alphabetical order by the person's last name. Lengthy articles provide a picture and discussion of contributions and a bibliography for further reference.

Webster's Biographical Dictionary: (Reference Stacks: Ref CT 103 W4 1974). Concise biographical entries.

Other biographical sources cover famous people of a particular country. There are "Who's Who" for many countries and regions.

EXAMPLES OF NATIONAL BIOGRAPHICAL DICTIONARIES (FOR LIVING PEOPLE): Latest editions are located in the Reference Stacks, first floor.

Who's Who (British) (Ref DA28 W6)

Who's Who in America (Ref E663 W56)

Who's Who in the Midwest (Ref E747 W63)

Who's Who in the West (Ref F595 W64)

Current Biography (located in the Index Counter Area)

EXAMPLES OF NATIONAL BIOGRAPHICAL DICTIONARIES (FOR PEOPLE NO LONGER LIVING):

Dictionary of National Biography (British only) (Reference Stacks: Ref DA28 D47)

Who Was Who In America (Note the cumulative index in the latest volume, Volume 6) (Reference Stacks: Ref E663 W54)

Another way of classifying information about people is by occupation. There is a "Who's Who" or a biographical source for almost any field of specialization you can think of - from allergists to zoologists.

EXAMPLES OF SPECIALIZED BIOGRAPHICAL SOURCES:

Biographical Directory of the American Congress (Reference Desk: Senate Doc. 92-8 / Government Publications Desk: Serial #12938)

Contemporary Authors (Reference Stacks: Ref Z1224 C6)

World Who's Who in Science (Reference Stacks: Ref Q141 W7)

For more information, consult Bibliographies and Research Guides #21: Biography, available at the Reference Desk.

ASSIGNMENT THIRTEEN

BIOGRAPHIES

61. You are looking for biographical information about Homer Munro Derr. You first consult the 8 volume set Biography and Genealogy Master Index (Second edition - Ref Z 5305 .U5 B57 1980 - located at the Reference Desk). Checking this source, you find the list of biographical sources under your person's name. The abbreviation of sources are listed with full titles in the back of the volume. What is the first biographical source listed under the name?

    a. Contemporary Authors, v. 7-10

    b. Who Was Who in America v.5

    c. Modern World Drama

    d. Current Biography

    e. The Filmgoer's Companion

62. Find the call number for the book in your answer to Question 61 above by consulting the Author/Title Card Catalog. What is the call number?

    a. Ref CT 120 I4

    b. Ref Z 1377 F4

    c. Ref PN 771 N4

    d. Ref PN 2285 B6x

    e. Ref E 663 W54

63. Locate the book in the Reference Book Stacks (shelves) next to the Reference Desk. If the book is not there, ask for it at the Reference Desk.

    What was the occupation of the person listed in question 61 above?

    a. American diplomat

    b. oceanographer

    c. horticulturist

    d. engineering geologist

    e. painter

64. Use the Biography Index (located on the index counters next to the Reference Desk) to find references to articles and books about Frantz Fanon. How many references are listed for the period 1970-1973?

a. 3

b. 10

c. 16

d. 2

e. 7

65. Look at the first reference in question 64. What is the full name of the magazine that the article appears in? (Consult journal abbreviations list in front of volume.)

a. Saturday Reviw

b. California

c. Massachusetts Review

d. College English

e. Library Journal

66. What are the volume and page numbers of the article?

a. v.13 pp. 3-29

b. v.24 pp. 9-19

c. v.17 pp. 1-31

d. v.14 pp. 9-39

e. v.41 p.40

67. Does our library subscribe to this journal?

a. yes

b. no

CHAPTER FOURTEEN

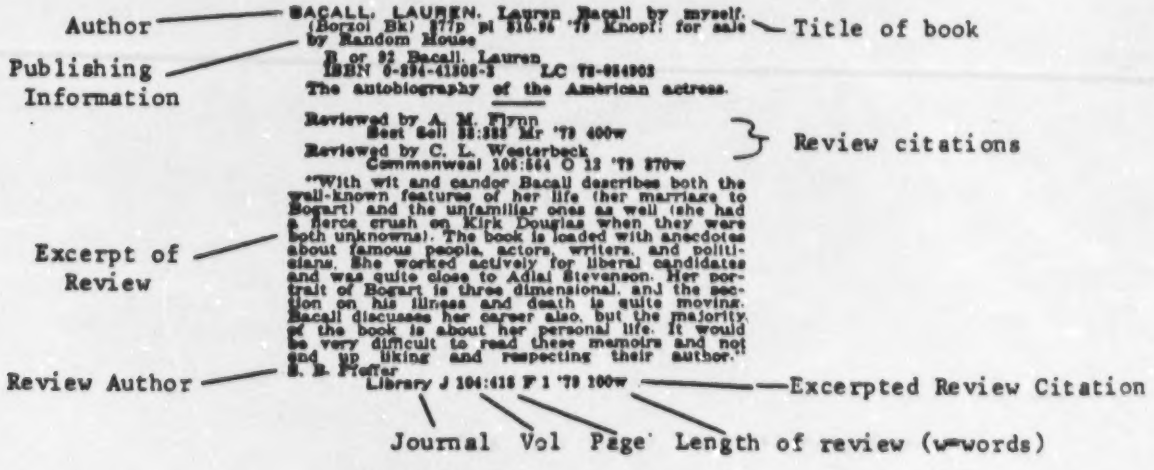
BOOK REVIEWS

Book reviews printed in periodicals or newspapers are often the only sources of criticism for recent books. Several indexes are available listing reviews which appeared in journals or magazines at the time the books were published.

Book Review Digest (Index Counter 2, adjacent to Reference Desk)

This is a digest and index of selected book reviews in about 75 general English and American periodicals. It is arranged alphabetically by the author of the book reviewed and has a subject and title index in each issue. There is also a four volume index covering nearly 300,000 books published between 1905 and 1974. For each book included, there is a brief descriptive note, quotations from selected reviews, and references, without quotations, to other reviews, as well as the number of words in the reviews cited.

SAMPLE ENTRY FROM BOOK REVIEW DIGEST:


Author
BACALL, LAUREN. Lauren Bacall by myself.
(Borzoi Bk) $7.95 pl 810.96 '79 Knopf: for sale by Random House
Publishing Information
B or 92 Bacall, Lauren
ISBN 0-394-41308-3 LC 78-054903
The autobiography of the American actress.
Title of book
Reviewed by A. M. Flynn
Best Sell 38:383 Mr '79 400w
Reviewed by C. L. Westerbeck
Commonweal 106:664 O 12 '79 870w
Review citations
"With wit and candor Bacall describes both the well-known features of her life (her marriage to Bogart) and the unfamiliar ones as well (she had a fierce crush on Kirk Douglas when they were both unknowns). The book is loaded with anecdotes about famous people, actors, writers, and politicians. She worked actively for liberal candidates and was quite close to Adlai Stevenson. Her portrait of Bogart is three dimensional, and the section on his illness and death is quite moving. Bacall discusses her career also, but the majority of the book is about her personal life. It would be very difficult to read these memoirs and not end up liking and respecting their author."
Excerpt of Review
Review Author
S. R. Pfeifer
Library J 104:418 F 1 '79 100w
Excerpted Review Citation
Journal
Vol
Page
Length of review (w=words)

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Examples of other book review indexes located adjacent to the Reference Desk are:

Book Review Index (Index Counters)
Current Book Review Citations (Index Counters)
Index to Book Reviews in the Humanities (Index Counters)
Index to Book Reviews in the Sciences (Index Counters)

For more information, consult Bibliographies & Research Guides #22: Book Reviews, available at the Reference Desk.

ASSIGNMENT FOURTEEN
BOOK REVIEWS

You read Mary Poppins in the park by Pamela Travers and want to know what the reviewers said about it when it was first published. You check in the 4-volume cumulative index to Book Review Digest located on top of the index counter where the set is filed in alphabetical order. Using the cumulative index, you find the year it was reviewed, look in the appropriate volume of Book Review Digest, note that it was reviewed in several journals, and decide to read the review that was published in Kirkus magazine.

68. In which issue of Kirkus did the review appear?

    a. O 7 '52

    b. O 10 '53

    c. O 15 '52

    d. O 13 '42

    e. O 25 '52

69. How many words were there in the review?

    a. 200

    b. 100

    c. 150

    d. 80

    e. 120

70. What was the price of the book at that time?

    a. $3.75

    b. $1.95

    c. $2.50

    d. $3.50

    e. $2.00

CHAPTER FIFTEEN

NEWSPAPER INDEXES

Some newspapers publish their own indexes. These are useful not only for finding a particular article in that paper, but also for pinpointing the date an event happened. Once the date is known, information in other papers often can be located. Newspaper indexes are located in the Periodical Indexes and Abstracts area, Reference Services Department, first floor.

New York Times Index (Index Counter) 1851-date

A subject index giving exact reference to date, page, and column of the article in the N.Y. Times (e.g., My 1, 1:6 means May 1, page 1, column 6).

Sample entry from the New York Times Index (1979);

Subject heading
SOLAR Energy. See also Space—Sun
cross-reference
article
Ed says Pres Carter should enunciate natl policy for developing solar energy tech, notes estimate in recent Fed study that amount energy US derives from sun could rise from current 6% of total energy consumption to 20% by 2000. Je 4,18:1
citation (month, day, page, column)

San Francisco Chronicle Index (Index Counter), 1976-date

Similar in arrangement to the indexes listed above. It is divided into two parts: Subjects and Personal Names.

Other newspaper indexes available in this library include:

Christian Science Monitor Index (Index Counter), 1960-date
Times (London) Index (Index Counter), 1790-date
Wall Street Journal Index (Index Counter), 1958-date

Although not an index to any one newspaper, other good sources of information on current events are news digests, such as:

Facts on File (Index Counter)

Briefly summarizes national and international news events; issued weekly with cumulative indexing; set in three columns, per page (1,2,3) with each page divided into seven sections (A,B,C,D,E,F,G): index refers to the date, the column, and the section (e.g., 76 B 1 means page 76, Section B, Column 1).

ASSIGNMENT FIFTEEN
NEWSPAPER INDEXES

For your Current Policies class you are required to read current newspapers. You decide to check the New York Times Index for articles on a topic covered in class.

You look at the first article cited in the 1970 volume of the New York Times Index under the heading Multiple births - Triplets.

71. In which issue of the New York Times did this article appear?

    a. August 4

    b. July 16

    c. September 25

    d. August 8

    e. September 14

72. On what page?

    a. 56

    b. 77

    c. 42

    d. 48

    e. 66

73. In which column?

    a. 5

    b. 3

    c. 2

    d. 6

    e. 4

CHAPTER SIXTEEN

MICROFORMS

In addition to the printed book and periodicals collections, the Library has material on microform (see definitions listed below). Microforms enable acquisition of out-of-print items, cost less, and occupy much less space than print items. Many back issues of periodicals and newspapers are kept on microfiche and microfilm rather than in print format. The fact that ten days worth of the New York Times can be printed on a three-inch microfilm reel is important in terms of storage space; what formerly required an entire room of shelves can now be stored in a relatively small area.

DEFINITIONS

Microcard: A microphotographically produced 3" by 5" card capable of reproducing up to 80 pages of text.

Microfiche: A microphotographically produced 4" by 6" sheet capable of reproducing 60-100 pages of printed text.

Microfilm: A roll of microphotographically produced material.

Ultrafiche: A type of microfiche capable of reproducing up to 1000 pages of printed material. Requires a special reader.

LOCATION

Microforms are located adjacent to the Periodicals Desk on the second floor. Newspapers on microfilm are filed alphabetically in the grey cabinets by title of the publication. Reader/printer machines with instructions are located near the microforms for viewing and/or printing. Ask at the Microforms Assistance Counter for help if you need it.

For more detailed information, consult Information Guide #8: Microforms, available at the Information Desk.

ASSIGNMENT SIXTEEN
MICROFORM

You are ready to read that New York Times article mentioned in Assignment Fifteen. You locate the reel of microfilm you need and put it on the microfilm reader. Instead of turning directly to the article you're supposed to read, you peruse the front page of the issue in which that article appears. You note that in the upper right hand corner is a weather report under the heading LATE CITY EDITION, CITY EDITION, or THE WEATHER. The report describes the weather today, tonight, and tomorrrow and gives the temperature range for today and tomorrow.

p York Times

CITY EDITION

Metropolitan area weather: Rain likely today and tonight. Blustery tomorrow. Temperature range: today 44-38, yesterday 26-13. Details on page 9

ORK, SATURDAY, JANUARY 13, 1979— 25 cents beyond 50 mile zone from New York City. Higher in air delivery cities. 20 CENTS

74. In the example above, the correct answer would be "44-38 degrees."

What was the temperature range for the day on which the article you noted in Assignment Fifteen appeared?

a. 50 - 70

b. 38 - 52

c. 60 - 79

d. 70 - 89

e. 65 - 84

CHAPTER SEVENTEEN

GOVERNMENT PUBLICATIONS

Government publications, or documents, are materials issued by governmental bodies such as cities, counties, states, U.S. agencies, foreign governments and international organizations. Documents re issued on every imaginable subject from art to zoology, not just on the operations of government. Furthermore, documents appear in many forms: technical research reports, audiovisual media, statistical surveys, popular pamphlets, maps, laws, regulations, court cases, microfiche, reference books, etc.

LOCATION

Most documents in the J. Paul Leonard Library are located in the Government Publications Department on the fourth floor. They are shelved in a closed stack area so you must request what you want at the counter. The majority of the more than 300,000 documents are from the U.S., California, or the United Nations. We get most important publications from local cities and counties, selected foreign countries, and international groups besides the U.N.

Subject access to most documents is provided by printed indexes, much like those used to locate periodical articles. There is a separate card catalog in this area that lists which documents we have, but it does not have subject or title cards. This card catalog is arranged by government and agency name or by shelving number. Be sure to ask for assistance in using this card catalog as it is very different from the main card catalog on the first floor. Most documents will not be listed in the main card catalog at all.

U.S.GOVERNMENT PUBLICATIONS

The United States government is the largest publisher in the world. Through a depository system, we automatically receive about 60% of what is offered to libraries. Because of its size and subject variety, the U.S. documents collection can provide significant source materials for most research papers.

U.S. documents are shelved and listed in the card catalog according to Superintendent of Documents (or "S.D.") numbers, similar in function to book call numbers. The staff in Government Publications will help you to locate useful documents and their individual S.D. numbers, usually by using a printed index called the Monthly Catalog of U.S.

BEST COPY AVAILABLE

Government Publications.

MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS

The Monthly Catalog is located in the Government Publications index area. In recent years it lists publications by issuing agency, S.D. number, personal author, title, subject, and keywords. Each monthly issue has a main entry section arranged in number order and indexes at the back for subject, title, etc. There are semiannual and annual indexes as well as comprehensive indexes covering 1900-1971 and various other periods. The format and arrangement has changed many times since 1774; please ask for assistance if its confusing.

HOW TO USE THE MONTHLY CATALOG, July 1976-

To locate a U.S. document by subject (if exact author or title is unknown):

1. Locate the cumulative subject index volume for your assigned year.
2. Look under your assigned subject heading. Scan the the titles of listed publications.
3. Copy down the "entry number" for each title that interests you. For example, the entry number for the sample here is "78-751."
4. Select the other volume for the same year that includes your entry number in the numbers listed on the spine. Inside, citations are listed in entry number order, shown in the upper left corner of each citation.
5. Copy down the Superintendent of Documents, or S.D., number. The S.D. number in the sample is "NS1.2:T23/4."
6. Write down the name of the agency issuing the publication. This is listed in bold type capital letters above the first citation for that agency -- it may be on a page previous to the one your citation is on. For the

EXCERPT FROM SUBJECT INDEX:

Guided missiles.
Lance missile crew member /, 80-2244, 80-2245, 80-2246
The MX weapon system — a program with cost and schedule uncertainties : report to the Congress /, 80-14571

Guided missiles — Control systems.
Effects of turbulence and delay in activating TIGER II after low altitute release /, 80-21190

Guided missiles — Handbooks, manuals, etc.
Operations and training. Chaparral /, 80-4154

EXCERPT FROM MAIN ENTRY SECTION:

GENERAL ACCOUNTING OFFICE
Washington, DC 20548

80-14556

GA 1.13:GGD-80-25

United States. General Accounting Office.
Community-based correctional programs can do more to help offenders : report to the Congress / by the Comptroller General of the United States. — [Washington] : General Accounting Office, 1980.
20548
iv, 68 p. ; 27 cm.
"GGD-80-25."
"B-197221."
Feb. 15, 1980.
●Item 546-D (microfiche)
pbk.
1. Community-based corrections. I. Title.
OCLC 6269733

Feb. 29, 1980.
●Item 546-D (microfiche)
pbk.
1. Guided missiles. 2. Guided missile bases — Design and construction. 3. United States — Armed Forces — Procurement. I. Title.
OCLC 6269944

example, the issuing agency is the National Science Foundation.

7. To determine whether we have received a U.S. document identified in the index, you check the U.S. section of the Government Publications card catalog. This section is arranged in S.D. number order. For the example, you would look under "NS1.2."

The Government Publications Department has various other indexes for California, the United Nations, legislative materials, legal materials and statistical information. for further information, ask for assistance or consult Information Guide #14: Government Publications.

ASSIGNMENT SEVENTEEN
GOVERNMENT PUBLICATIONS

75. Locate the 1977 Monthly Catalog of U.S. Government Publications. In the subject index, you notice a document under the subject Baboons - Behavior with the title:

a. Interaction betwen marihuana and altitude on a complex behavioral task in baboons

b. Interaction between hallucinogens and altitude on a complex behavioral task in baboons

c. Interaction between mind-altering drugs and altitude on a complex behavioral task in baboons

d. Interaction between nicotine and altitude on a complex behavioral task in baboons

e. Interaction between alcohol and altitude on a complex behavioral task in baboons

76. Using the entry number for the above document, locate the complete citation in the main section of the Monthly Catalog of U.S. Government Publications. What is the S.D. or Superintendent of Documents Number for the above publication?

a. TD 4.31:77-3

b. SI 1.23:I

c. TD 4.210:75-6

d. HE 20.3:I 77-3

e. HE 3.208:75-6

77. The government agency issuing a document is identified by boldface capital letters above all listed documents issued by that agency, in the center of the column. The issuing agency for the document identified in Questions 75 and 76 above is:

a. National Library of Medicine

b. Federal Aviation Administration

c. Smithsonian Institution

d. Alcohol, Drug Abuse, Administration

e. Aviation Medicine Office